

DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD05-11

Date: December 2, 2005
69/45:141:jw:9575

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: REGIONAL AND LOCAL INCENTIVE AWARDS

EXECUTIVE SUMMARY:

Purpose:

The purpose of this directive is to publish the California Workforce Investment Board's (State Board) current policy and procedures for the Local Workforce Investment Boards (LWIB) when applying for regional cooperation or local coordination (RC/LC) incentive awards.

Scope:

This directive applies to LWIBs ONLY.

Effective Date:

This directive is effective on release.

REFERENCES:

- Workforce Investment Act (WIA) Section 134(a)(2)(B)(iii)
- Title 20 Code of Federal Regulations (CFR) Sections 662.310 and 666.400
- California Workforce Investment Board, WIA Incentive Awards Policy (May 18, 2004 Revision)

STATE-IMPOSED REQUIREMENTS:

This directive contains some State-imposed requirements. These requirements are indicated by ***bold, italic*** type.

FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD04-5, dated August 20, 2004, and finalizes WIA Draft Directive WIADD-108, issued for comment on October 26, 2005. The State Board received two comments during the draft comment period. This final

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directive incorporates substantive comments that are viewed as highlighted text. The highlighted text will remain on the Internet for 30 days from the issuance date. Retain this directive until further notice.

BACKGROUND:

Under WIA, states are required to reserve funds for incentive awards to Local Workforce Investment Areas (LWIA) for regional cooperation among local boards or local coordination of WIA activities, and for exemplary performance by LWIAs on meeting their local performance measure goals. [WIA Section 134(a)(2)(B)(iii)].

At the May 18, 2004, State Board meeting, the existing *State Board Incentive Award Policy* concerning the percentage distribution for the RC/LC incentive awards was revised to take into consideration the decreased WIA funds to the State, as well as progress in the development of regional and local coordination partnerships.

POLICY AND PROCEDURES:

The policy adopted by the State Board is as follows:

Thirty percent of the available incentive award funds will be designated for regional cooperation or local coordination. Awards will be provided to LWIBs that demonstrate successful regional cooperation among local boards OR local coordination efforts within LWIA. This directive addresses the process for awarding the regional cooperation and local coordination awards.

Seventy percent of available incentive award funds will be designated for the exemplary performance award.

General Information:

The State Board will accept applications for a RC/LC incentive award for an existing project or a planned project. A LWIB may be a partner to one regional cooperation application or submit one local coordination application. However, a LWIB will be eligible for a regional cooperation or local coordination incentive award in one category only. Projects funded through the Governor's WIA 15 Percent Solicitations for Proposals are not eligible for a RC/LC award.

In addition, LWIBs that have failed to execute a memorandum of understanding (MOU) with all of the required partners are not eligible for a State incentive grant for local coordination of activities per Title 20 CFR Section 662.310. Completing MOU's with all local partners is a priority for the State. However, for the local collaboration incentive process, the State will take into consideration a demonstration of "best efforts" by the LWIAs to complete MOUs as eligibility criteria for application for awards.

The local chief elected official (CEO) of a unit of general local government designated as a LWIA shall be liable to the Employment Development Department (EDD) for all funds not expended in accordance with WIA, and shall return to the EDD all of those funds. If there is more than one unit of general local government in a LWIA, the CEO will be an individual designated under an agreement executed by the CEO of the local units of government. The CEO designated under the agreement shall be liable to the EDD for all funds not expended in accordance with the WIA, and shall return to the EDD all of those funds.

The designated LWIB participating in a local WIA eligible effort must sign the application and the associated chief elected officials or their designees must accept fiscal responsibility for the incentive funds they receive. Two copies of a RC/LC application with original signatures and four copies of the signed original must be submitted to the State Board. In the case of a regional application, only one LWIB needs to submit the required copies for the other LWIB partners.

Application Process:

Applications must be sent or delivered to the appropriate address:

California Workforce Investment Board
ATTN: WIA Incentive Awards
777 12th St., Suite 200
Sacramento, CA 95814

- Applications are due and must be received by **close of business 5 p.m. January 17, 2006.**
- The State Board will accept hand-delivered and courier-delivered applications between 8 a.m. and 5 p.m. daily, excluding Saturdays, Sundays and State holidays, up to the final filing date and time. Requests for exceptions will not be considered.
- Due to the need for original signatures, applications may not be faxed, or electronically transmitted.
- There is no appeal for not meeting the application deadline as specified.

Selection Process:

A technical review panel will evaluate each LWIB application using the [State's Priorities](#) (Page 7, Item II) and narrative components discussed in the *Application Instructions and Forms Supplement*. The panel will provide summary scoring results and the recommended qualifying applicants for the final decision.

Incentive awards may be used for any allowable WIA program or administrative activity that promotes collaborative work. Participants served with the local board's incentive award are subject to performance measures. For planned projects, LWIAs must achieve at least 80 percent of all core performance measures for the most recent completed program year. For existing projects, LWIAs must achieve at least 80 percent

of all core performance measures for that project if performance data are available. If not, LWIAs must achieve at least 80 percent of all core performance measures for the most recent completed program year. For the regional collaboration incentive awards, the State will apply this rule through a methodology that will take into consideration the regional nature of performance for the collaboratives and partnerships that are applying. The State will average the performance measures for the entities involved in each collaborative request.

The total amount available for the RC/LC incentive awards is \$420,000 and the maximum award level will remain at \$70,000. The State Board reserves the right to adjust the award level down based upon the number of projects selected to receive RC/LC incentive awards.

ACTION:

Bring this directive to the immediate attention of affected staff and LWIB members.

INQUIRIES:

If you have any questions, please contact Cathe Rutherford at crutherford@cwib.ca.gov or (916) 324-3437.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachment is available on the Internet:

[Regional and Local Incentive Award Instructions and Forms Supplement](#) (DOC)